

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 323-9562



March 17, 1982

ALL-COUNTY LETTER NO. 82-23

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TRANSLATION OF RECIPIENT AND APPLICANT FORMS

REFERENCE:

Since January 1977, DSS has maintained a statewide file of all translated material in the area of public assistance produced at the county level.

The purpose of this central file is to aid counties in translating forms or documents not normally translated by this Department. In the event that any county needs a translation in a language other than one in which they are equipped to translate, the county should indicate their need to us. If DSS does not produce translations in that language, we will then examine the central file in hopes that another county may have a translation of the needed form or one similar to it.

In order to maintain this file, it is necessary to update it periodically. Therefore, we are asking that you forward to us copies of all pamphlets, forms or other materials translated by your office. Please include both English and foreign language versions and mail them to:

State Department of Social Services
Language Services Unit
744 P Street, Mail Station 16-24
Sacramento, CA 95814

Currently the majority of recipient or applicant-used forms are translated into Spanish and printed by this department. Due to the increasing number of Indo-chinese refugees and the expressed need for forms in certain Indochinese languages, the Language Services Unit of DSS now provides some forms in Vietnamese and anticipates providing them in Chinese, Laotian, and Cambodian as well. As of this date, ten of the most frequently used forms are available in Vietnamese. No forms, however, will be printed by the Department. The Language Services Unit will have master copies available which individual counties may use for reproduction. The newly translated forms include the CA 1, CA 2, CA 7, ABCD 239.6, .7, .8, .10X (soon to be replaced by NA 260), .28, and ABCD 239A. Any requests for forms in these four languages should be directed to Jeanne Rodriguez at (916) 323-9562. Every effort will be made to either provide the requested translation or one similar to it if available through the central forms bank.

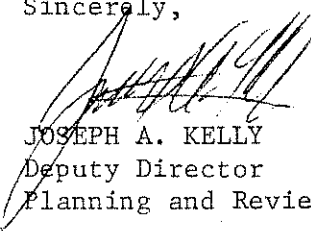
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ALL COUNTY LETTER REGARDING TRANSLATION

In the case of county translated forms, all translations should be approved by DSS. Please contact your program operation analyst regarding requests for approval.

Any questions or concerns should be directed to Jeanne Rodriguez, Manager, Language Services Unit at (916) 323-9562.

Sincerely,



JOSEPH A. KELLY

Deputy Director

Planning and Review Division